

OTA - Registrar Staff

JOB NO.        FLD NO.        DOC. NO.        NO CHARGE

IN CLASS/DECLASS/CLASS CHANGED TO: TS S CREF JUST 22

NEXT REV DATE/O<sub>1</sub> REV DATE/M<sub>1</sub>O<sub>2</sub> REV DATE/Y<sub>1</sub>O<sub>2</sub> REVIEW PERIODS

ORG COMP// OPR// ORG CLASS S

REV CLASS C REV COORD AUTH: HR 703

Reg. No 1-1, 8 April  
OTR gives full mission and function

## OFFICE OF TRAINING

~~CONFIDENTIAL~~NOTICE  
NO. 13-58

9 May 1958

SUBJECT: Establishment of the Registrar Staff

RESCISSION: OTR Notice No. 29-57, dated 2 October 1957

1. Effective immediately, the Registrar Branch/Support Staff, is dissolved, and the Registrar Staff is established.

2. Functions of the Registrar Staff are:

1. a. Advise and counsel Agency offices, Training Officers, and individuals on training problems and answer inquiries from interested persons on training opportunities.

1. b. Provide registrar services for all internal OTR courses participated in by Agency employees and non-Agency employees.

1. c. Maintain appropriate records of Agency student participation in (1) all OTR-approved external courses, (2) OTR internal courses, and (3) appropriate non-OTR internal courses.

1. d. Establish and maintain, in coordination with appropriate components of the Agency, liaison with officials in Government and private institutions in the United States and overseas for the purpose of effective use of external training programs, and for the purpose of strengthening and improving training programs.

1. e. Review, approve, or recommend for approval requests for external training, and provide for Qualifications Review Panels which may be required in connection therewith.

1. f. Process all details connected with training provided to Agency staff personnel at external facilities, both public and private, in accordance with Public Law 110, 81st Congress.

1. g. Review internal non-OTR training in connection with CIA Regulation [REDACTED]

1. h. Ascertain, review and incorporate in OTR planning the annual training requirements of all Agency components.

1. i. Provide the Director of Training and other Agency officials with statistical data regarding training activities.

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